

FEDERAL  
ACQUISITION  
INSTITUTE



# Certification Owner Task Aid

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*To foster a high-performing,  
qualified civilian acquisition  
workforce.*



<https://www.fai.gov/>



[FAI@mail.mil](mailto:FAI@mail.mil)

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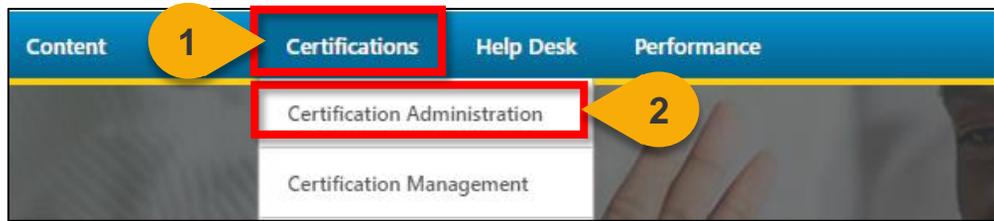
# Certification Management



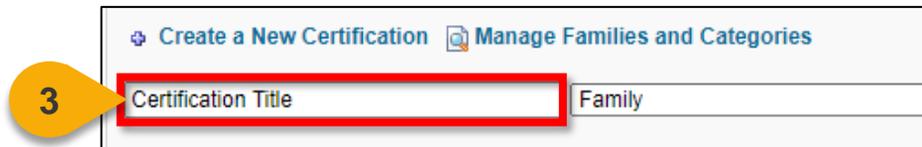
# View Certification Information

*When you want to view information about a Certification...*

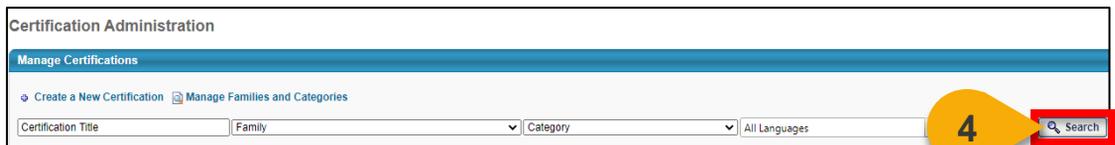
**Steps 1 & 2:** Hover over the **Certifications** tab, then click **Certification Administration**.



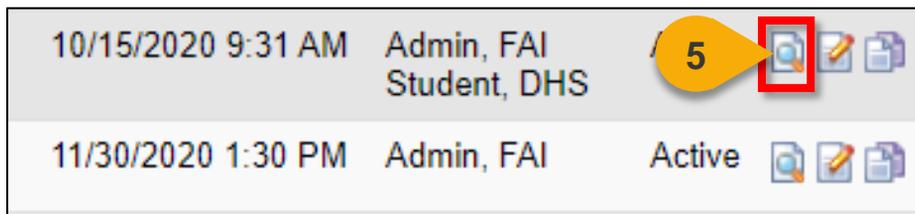
**Step 3:** Type in the name of the Certification in the **Certification Title** field. Alternatively, you can use the other search criteria available on this page.



**Step 4:** Click **Search**.



**Step 5:** Click on the **Magnifying Glass icon** to view information on the Certification of your choice.



# View Certification Information (Cont. 1)

*When you want to view information about a Certification...*

**Step 6:** You will now see basic details about the Certification, along with Certification Requirements.

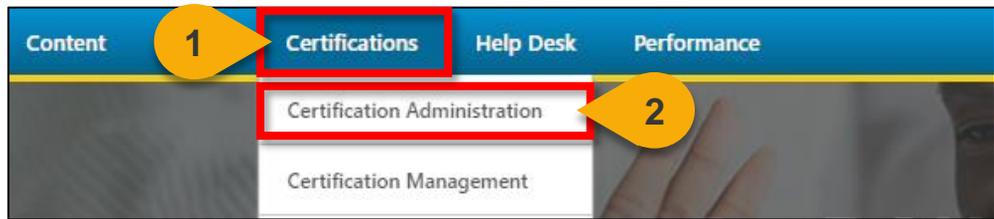
The Requirements sections will show you training, other Certifications, or checklists that are required for the Certification, along with the number of completions each item is worth.

The screenshot shows a web application window with a gold medal icon and a star. The title is "CLA - Contracting (FAC-C) – All Levels". Below the title, it says "Certification | Contracting | FAC-C Continuous Learning Achievement" and "Version : 6.0". There are fields for "Owners" and "Contact" which are blurred. A "Details" section contains the following text: "Allow users to add external certification.", "Allow users to print certification upon completion.", "Users are required to complete the minimum credits for all child sections in order for credits to be counted towards the parent section.", and "Change tracking unit from credit to CLP". Below this is a "Requirements" section with a scrollable list. The list is for "Period: FY 2021-2023 Due: 9/30/2023 Required CLP: 80.00". It shows a tree structure with "Training" (Min = 80.00, Max = 80.00) and "CSOD Training" (Min = 0.00, Max = 80.00). Under "CSOD Training", there are several items with their respective credit values: CLM 090 Sustainable Military Facilities (8.00), CLM 092 Master Planning Energy and Sustainability Factors (8.00), CLM 095 Earned Value Management for Facility Engineers (8.00), FAC 006 FAI Safety Act (8.00), FAC 018 Green Purchasing for Civilian Acquisition (8.00), FAC 019 FAPIIS Training (8.00), FAC 023 Basic Contracting for GSA Schedules (8.00), and FAC 024 GSA Global Supply (8.00).

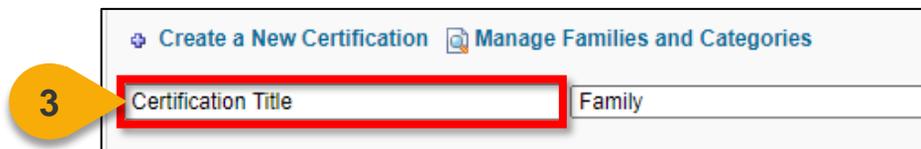
# Edit a Certification

*When you want to modify a Certification...*

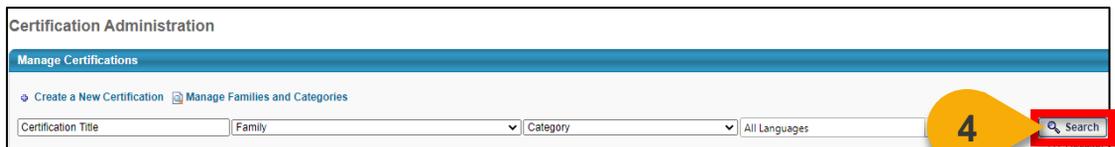
**Steps 1 & 2:** Hover over the **Certification** tab, then click **Certification Administration**.



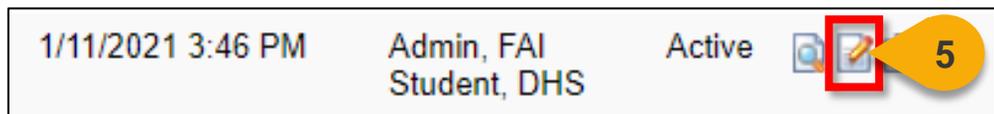
**Step 3:** Type in the name of the Certification in the **Certification Title** field. Alternatively, you can use the other search criteria available on this page.



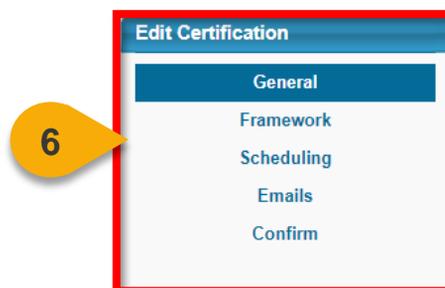
**Step 4:** Click **Search**.



**Step 5:** Click the **Pencil and Paper icon** to edit the Certification of your choice.



**Step 6:** Use the **Navigation Links** in the box on the left side of the screen to move to the sections you wish to edit.



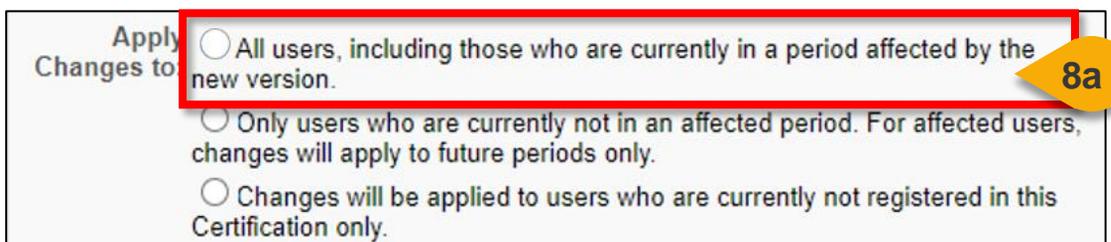
# Edit a Certification (Cont. 1)

**Step 7:** Click **Save** on any tab when you are finished. Click **Cancel** to undo any changes that have not been saved. You will be taken back to the Certification Administration page.



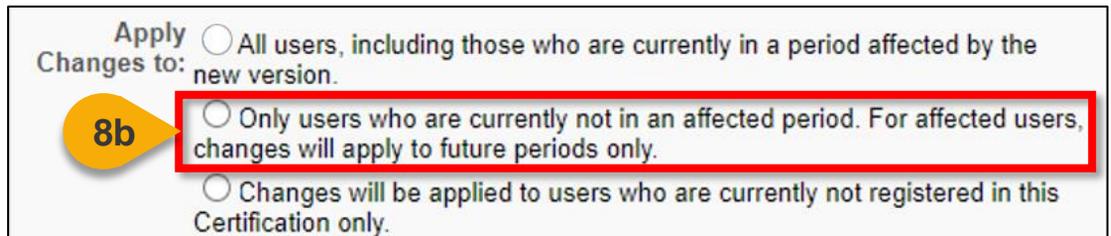
Select OU Criteria ▾  
All users in Organization: Federal Organizations (9A)  
**Save** Cancel Next »

**Step 8a:** A pop-out will appear that will ask you to define the versioning option you prefer. Select **All Users, including those who are currently in a period affected by the new version** to apply the new version to all Users, including Users who are currently within in the Certification period.



Apply Changes to:  All users, including those who are currently in a period affected by the new version. **8a**  
 Only users who are currently not in an affected period. For affected users, changes will apply to future periods only.  
 Changes will be applied to users who are currently not registered in this Certification only.

**Step 8b:** Select **Only Users who are currently not in an affected period. For affected Users, changes will apply to future periods only** to apply the new version to future Users periods of the Certification only.



Apply Changes to:  All users, including those who are currently in a period affected by the new version.  
**8b**  Only users who are currently not in an affected period. For affected users, changes will apply to future periods only.  
 Changes will be applied to users who are currently not registered in this Certification only.

# Edit a Certification (Cont. 2)

**Step 8c:** Select **Changes will be applied to Users who are currently not registered in this Certification only** to apply the new version only to people who are not currently registered for the Certification.

Apply Changes to:  All users, including those who are currently in a period affected by the new version.

Only users who are currently not in an affected period. For affected users, changes will apply to future periods only.

**8c**  Changes will be applied to users who are currently not registered in this Certification only.

**Step 9:** Enter any comments in the **Comment** field.

Comments:  **9** (Max. = 250 Characters.)

**Step 10:** Click **Save**. You will be taken back to the Certification Administration page.

Comments:  (Max. = 250 Characters.)

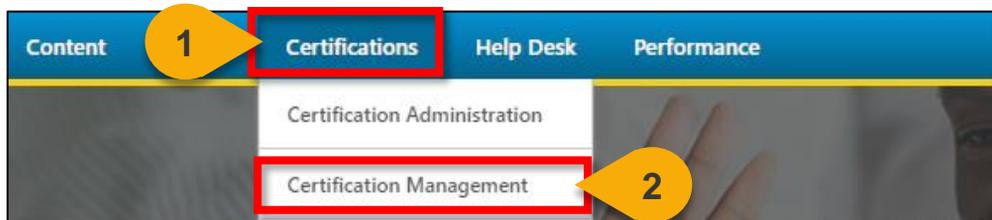
**10**

# Revoke a Certification

*When you want to revoke an Agency Certification for a User...*

You can only revoke certifications you are a Certification Owner for. You can not revoke FAI certifications (FAC-C, FAC-COR, FAC P/PM). Please reach out to [faicsod@gsa.gov](mailto:faicsod@gsa.gov) if you need to revoke an FAI certification.

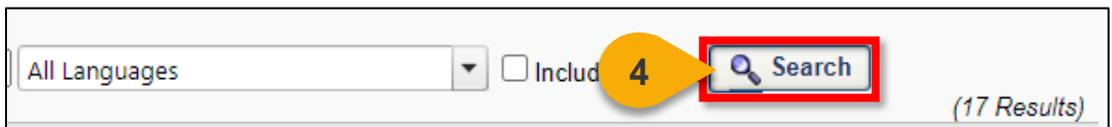
**Steps 1 & 2:** Hover over the **Certifications** tab and click **Certification Management**.



**Step 3:** Type in the name of the Certification in the **Certification Title** field. Alternatively, you can use the other search criteria available on this page.



**Step 4:** Click **Search**.



**Step 5:** Locate the Certification you wish to revoke and click the **View Users** icon in the Options column.



**Step 6:** A page will open with all the Users who have this Certification on their Transcript. Search for the User whose Certification you wish to revoke by entering their last name in the **Employee Last Name** search box.



# Revoke a Certification (Cont. 1)

**Step 7:** Click **Search**.

Employee Last Name:   7

**Step 8:** Locate the User whose certification you wish to revoke. Click the **clipboard icon** in the Options column.

Version	Current Status	Options
3.0	In Progress	  8

**Step 9:** In the top right corner of the screen, click the **Revoke** button.

**Details**

 9  

Title: FAC-C Level 1

**Step 10:** A popup warning will appear. Enter a comment in the **Comments** field to explain why the Certification is being revoked.

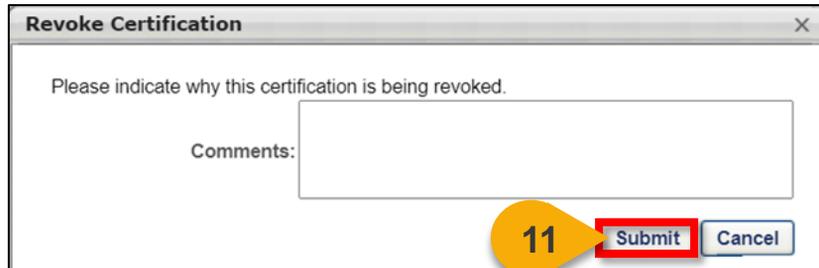
**Revoke Certification** [X]

Please indicate why this certification is being revoked.

 10

# Revoke a Certification (Cont. 2)

**Step 11:** Click **Submit**. The Certification Transcript page will reflect the Revoked status in the Status column.



Revoke Certification

Please indicate why this certification is being revoked.

Comments:

11 Submit Cancel

**Note:** If a User would like to re-enroll in a Certification after it has been revoked, you will first need to remove them from the Certification entirely. Then the User may re-request the Certification.

# Request a New Certification

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If your agency requires a new certification, please reach out to [faicsod@gsa.gov](mailto:faicsod@gsa.gov) for assistance.



# Reports

Standard Reports Available to Certification Owners:

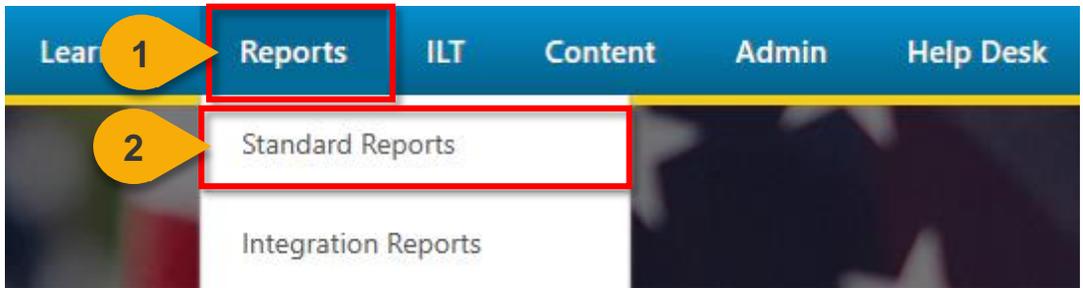
- Certifications Summary Report
- Certifications Details Report



# View Standard Reports

*When you want to view Standard Reports...*

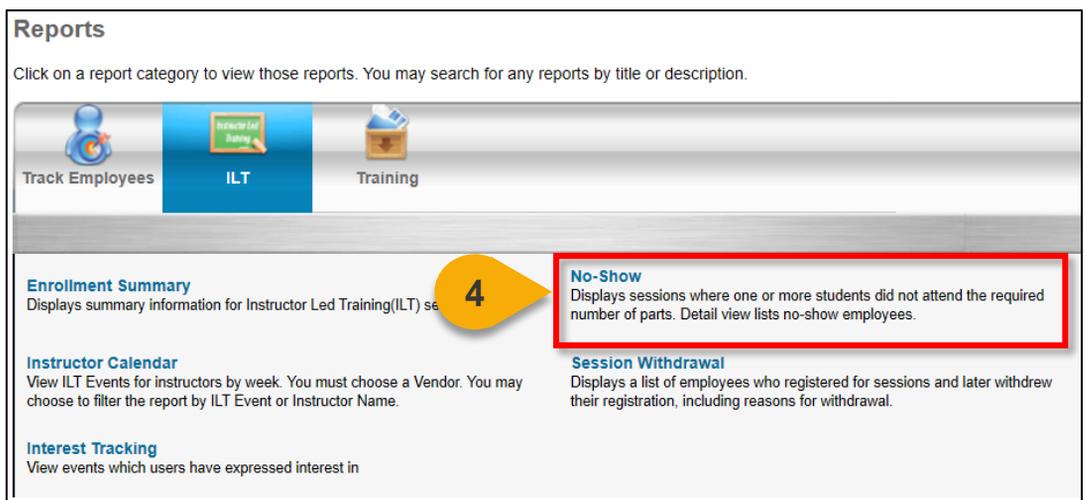
**Steps 1 & 2:** Hover over the **Reports** tab, then click **Standard Reports**.



**Step 3:** Choose the **Report Category**. The Report Categories available will vary depending on your roles.



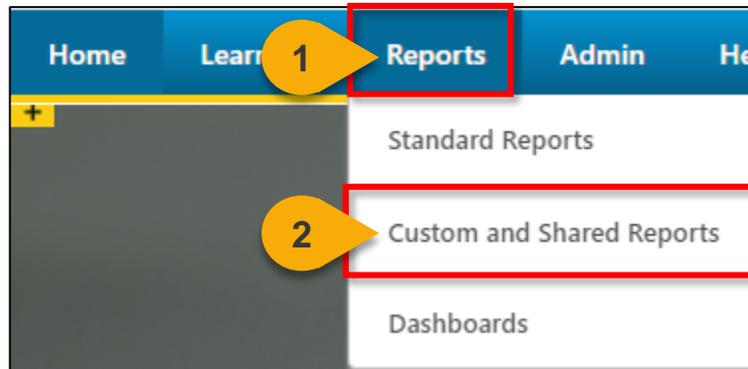
**Step 4:** Select the type of report you would like to view by clicking on the **name of the report**. The reports available to you will vary depending on your roles. See the previous page of this task aid for the minimum reports you should see for this role.



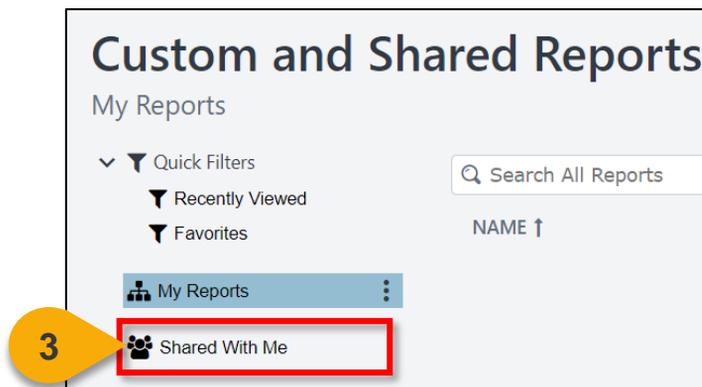
# View and Download Custom Reports

*When you want to filter and download a report...*

**Steps 1 & 2:** Hover over the **Reports** tab, then click **Custom and Shared Reports**.



**Step 3:** On the left-hand side of the screen, click **Shared With Me** to see reports that have been shared with you.

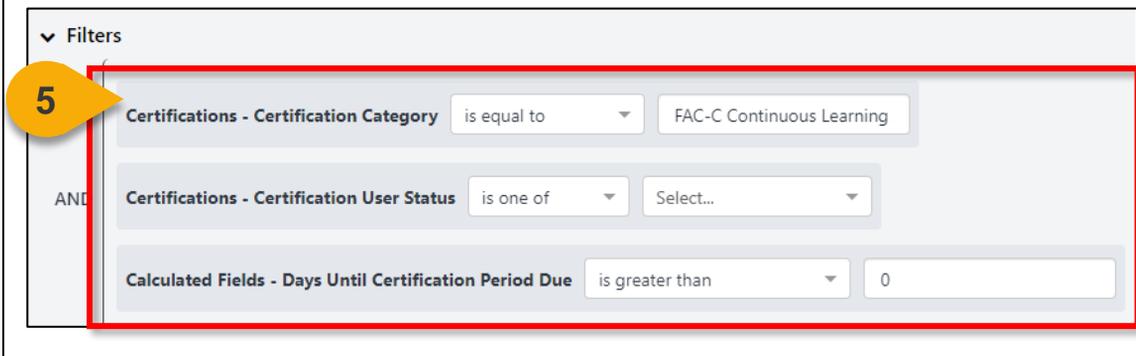


**Step 4:** Click the **Report Name** you would like to view to update the report filters.



# View and Download Custom Reports (Cont. 1)

**Step 5:** Update the **filters** as needed. The filters will vary based on the report.



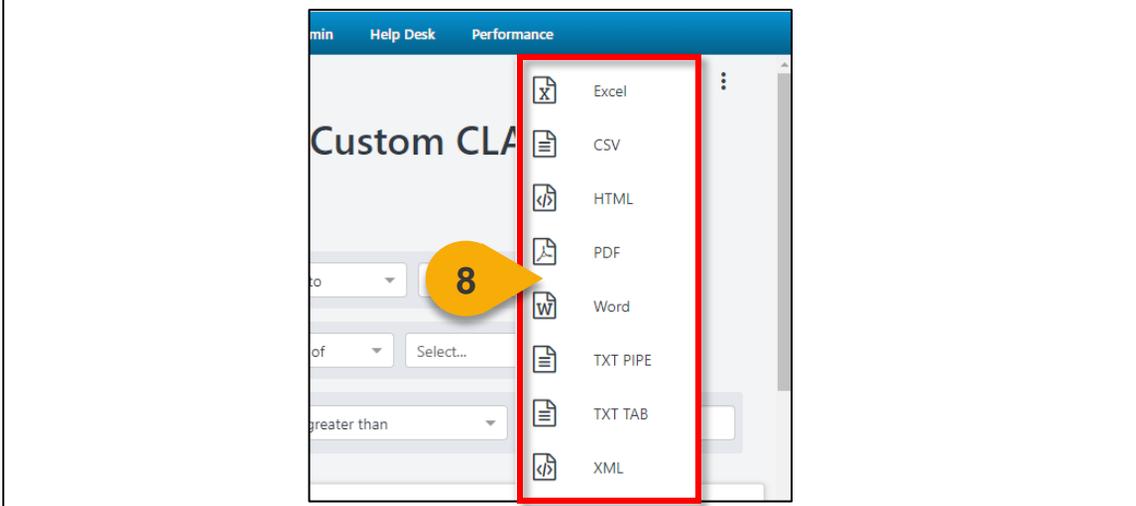
**Step 6:** Click **Refresh** in the top right corner to see a sample of the newly-filtered report on the bottom portion of the page.



**Step 7:** Click the **Download Options** icon in the top right corner to see the formats available for this report.



**Step 8:** Choose the **File Format** in which you would like to download the report. The report will download to your computer.



# Additional Resources



# Additional Resources

Support Area	Support Provided	Contact
Defense Acquisition University (DAU) Help Desk	<ul style="list-style-type: none"> <li>FAI CSOD System Questions and Issues</li> <li>FAI CSOD System Errors and Troubleshooting</li> <li>Password Issues and Resets</li> </ul>	Email: <a href="mailto:DAUHelp@dau.edu">DAUHelp@dau.edu</a> Phone: (703) 805-3459, X1
Your Agency's Acquisition Career Manager (ACM)	<ul style="list-style-type: none"> <li>Agency-specific Acquisition Training, Certification, and Continuous Learning (CL) Requirements</li> <li>Agency-specific Acquisition Policies and Procedures</li> <li>Career Development</li> <li>Training and Development Opportunities</li> </ul>	<a href="https://www.fai.gov/humancapital/acquisition-career-manager-acm">https://www.fai.gov/humancapital/acquisition-career-manager-acm</a>
FAI CSOD Training Materials and Online Resources	<ul style="list-style-type: none"> <li>Task Aids for FAI CSOD Roles</li> <li>FAI CSOD Training Videos</li> <li>Other Guidance for Performing Tasks in FAI CSOD</li> </ul>	<a href="https://dau.csod.com/catalog/CustomPage.aspx?id=221000511">https://dau.csod.com/catalog/CustomPage.aspx?id=221000511</a>  <a href="https://dau.csod.com/catalog/CustomPage.aspx?id=221000509">https://dau.csod.com/catalog/CustomPage.aspx?id=221000509</a>
FAI Website FAQs	<ul style="list-style-type: none"> <li>FAI CSOD Migration</li> <li>Acquisition Training</li> <li>Federal Acquisition Certifications (FAC-C, FAC-COR, FAC-P/PM)</li> <li>More!</li> </ul>	<a href="https://www.fai.gov/page/migration-faitas-fai-cornerstone-ondemand-csod-faqs">https://www.fai.gov/page/migration-faitas-fai-cornerstone-ondemand-csod-faqs</a>
FAI Staff	All other questions	<a href="mailto:faicsod@gsa.gov">faicsod@gsa.gov</a>